



## **NOTICE ENVELOPE PREPARATION INSTRUCTIONS**

### **for Type II & III Project Permits (400' notification radius)**

### **Combined Notice of Application (NOA) / Notice of Hearing (NOH)**

#### **STEP 1 (400' radius notification list & maps):**

- Get current copies of Spokane County Assessor's Maps for the project area and take these map(s) to any local Title Company for a title search of property owners and taxpayers, if different than the property owners, whose property is within a four hundred (400) foot radius of the perimeter of the subject site, including any access easement(s) serving said site. The search can also be done by the applicant through Spokane County parcel records.
- In those instances where any portion of the property abutting the subject site is owned, controlled, or under option by the applicant or his representative, then the four hundred (400) foot notification radius shall be based on the total ownership, including the abutting, controlled property. The site and adjoining ownership shall be shown on the Assessor's map(s).
- Property owners and taxpayers are those shown on the Spokane County Assessor's/ Treasurer's most current computer records obtained by the applicant no more than thirty (30) calendar days prior to the issuance of the Notice of Application.

#### **STEP 2 (envelope preparation):**

- Utilizing the addresses obtained in STEP 1, **PREPARE A 10 X 13 SIZE ENVELOPE** (landscape format, see attached sample and instructions) for each property owner and tax payer on the list.
- The City will put the return address and postage on the envelopes when you return them. The notification shall consist only of information approved and provided by the City and envelopes shall be prepared by the applicant, but not sealed.
- These envelopes will be mailed 1st Class Mail, NOT CERTIFIED, and the amount of postage will be determined by the City (you will be invoiced for the postage amount).
- Additionally, when there are no addresses shown in the official records, use the most current telephone directory to try and determine a valid address.
- Return the address list, the completed envelopes, the assessor's maps, and the signed Title Company & Applicant Certifications to the City of Liberty Lake Planning & Building Services at time of application submittal.
- The City will mail out the Notice of Application / Notice of Hearing and sign an affidavit of mailing.

**The applicant is responsible for verifying the completeness of the ownership / taxpayer list against the Assessor's map(s) and must certify the same.**

#### **STEP 3 (public notice sign posting):**

- A sign will need to be posted which is a minimum of four (4) feet in width by four (4) feet in height and sixteen square feet in area. The sign shall be erected by the applicant on the site fronting and adjacent to the most heavily traveled public street, and positioned as close to the right-of-way as possible, so it is easily readable by the traveling vehicular public from the right-of-way at least fourteen (14) calendar days prior to the close of the NOA comment period. Depending on site size, more than one sign may be required. Signage shall consist only of information approved and provided by the City and the signage shall be prepared by the City and installed by the applicant.
- The City will prepare the laminated public notice sign and contact the applicant with the date the sign can be picked up and where it must be installed. The applicant must provide a 4' x 4' "board" of sufficient weight and reasonable strength to withstand normal weather conditions and attach the sign to the "board".
- The applicant shall be responsible for posting the public notice sign on the date the Notice of Application / Notice of Hearing is issued and the applicant shall complete and submit to the City an affidavit of posting.

## PREPARATION OF 400' RADIUS PROPERTY OWNER ENVELOPES

All addresses of each property owner and each taxpayer must be placed on a **10" x 13" envelope in a landscape format (clasp or seal on the left or right, not at the top)** for each tax parcel number that is within a 400' radius of the application property (or contiguous ownership/interest). Do not include a return address. See examples below.

If the tax parcel shows two separate individuals and/or different addresses, then an addressed envelope for each is required. We are required to mail a notice to each different individual and each different address. If the same individual has two or more addresses on the Assessor/Treasurer record, then each address needs to be placed on an envelope.

You do not need to prepare separate addressed envelopes if the name and address is identical. However, each tax parcel number must be listed on the single addressed envelope if more than one tax parcel is involved with an identical name and address.

	13
10	(Leave Blank)
	Joe Property Owner
	9876 W Street
	Spokane WA 99999
	23453.9023

Tax parcel number

(Leave Blank)
Joe Property Owner
3371 E Street
Spokane WA 99267
23453.9023

Note: tax parcel 23453.9023 shows the same property owner name with two different addresses — mail to both addresses

(Leave Blank)
Mary Property Owner
7654 N Street
Deer Park WA 99888
46322.9019
46321.9052

Note: tax parcel 46322.9019 and 46321.9052. The property owner with the same address was listed for two properties — you only need one envelope.

(Leave Blank)
Bill Taxpayer
2953 S Street
Spokane WA 99001
46321.9052

Note: Mary and Bill have interest in tax parcel 46321.9052 — each separate taxpayer and each separate property must be sent a Notice.

If you have questions, please contact the City of Liberty Lake  
Planning & Building Services at (509) 755-6708.

**TITLE COMPANY CERTIFICATION AND  
APPLICANT CERTIFICATION**

**TITLE COMPANY CERTIFICATION**

I do hereby certify that the following list of names and addresses, consisting of the attached pages, has been prepared from the Spokane County Assessor's or Treasurer's most current computer records, is to the best of my knowledge correct, and is current within thirty (30) days of today's date.

I also certify I have provided loan numbers, if possible, when the owner is listed as a finance company.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

For: \_\_\_\_\_  
(Title Company)

**APPLICANT CERTIFICATION**

I, the applicant or agent for the applicant, have verified the attached ownership list with the attached Assessor's map(s) and find that all tax parcel numbers within 400 feet of the project site, including owned or optioned land as shown on the Assessor's map(s) have been listed.

Printed Name: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_